



GMG MANAGEMENT CONSULTING, INC.

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The INTERNET address for GSA *Advantage!* is: **GSAAdvantage.gov**.

Schedule Title: Financial and Business Solutions

FSC Group: 520

Contract Numbers: **[GS-23F- 0073S](#)**

[GS-23F- 0074S](#)

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at fss.gsa.gov.

Contract Period: January 10, 2011 to January 9, 2016

Contractor Name: GMG Management Consulting Inc.

Address: 6030 Marshalee Drive Ste 405 Elkridge, Maryland 21075

Phone Number: 410-461-6539 or 443-656-0333

Fax Number: 301-560-8000

Web site: www.gmg-mgt.com

Contact for contract administration: Georgia Griffith

Business size: small, woman-owned, (SBA 8A)

Prices Shown Herein are Net (discount deducted)

Date: January, 10 2011

CUSTOMER INFORMATION PAGE

1a. GMG was awarded the following Special Item Numbers (SIN) under this contract

SIN 520- 10, Transportation Audits

SIN 520- 11, Accounting

SIN 520-13, Complementary Financial Management Services

SIN 520-14, Financial & Audit Training Services

SIN 520-15, Outsourcing Recurring Commercial Activities for Financial Management Services

SIN 520- 21, Program Management Services

GSA Hourly Rates for SIN 10,11,14,13 and 21

Labor Category	1/10/2010	1/10/2011-	1/10/2012-	1/10/2013-	1/10/2014-	1/10/2015
	1/9/2011	1/9/2012	1/9/2013	1/9/2014	1/9/2015	1/9/2016
Project Manager	\$84.41	\$86.10	\$87.82	\$89.58	\$91.37	\$93.20
Senior Accountant/Supervisor	\$66.70	\$68.03	\$69.39	\$70.78	\$72.20	\$73.64
Senior Auditor/Supervisor	\$67.53	\$68.88	\$70.26	\$71.66	\$73.10	\$74.56
Staff Accountant	\$53.59	\$54.66	\$55.76	\$56.87	\$58.01	\$59.17
Auditor	\$55.09	\$56.19	\$57.32	\$58.46	\$59.63	\$60.82
Financial Analyst	\$57.12	\$58.26	\$59.43	\$60.62	\$61.83	\$63.07
Junior Accountant	\$47.27	\$48.22	\$49.18	\$50.16	\$51.17	\$52.19
Administrative Support	\$33.25	\$33.92	\$34.59	\$35.29	\$35.99	\$36.71

GSA Rates for SIN 15

Labor Category	1/10/2011- 1/9/2012	1/10/2012- 1/9/2013	1/10/2013- 1/9/2014	1/10/2014- 1/9/2015	1/10/2015 1/9/2016
Outpatient Medical Records Coder	\$50.38	\$51.39	\$52.42	\$53.46	\$54.53
Inpatient Medical Records Coder	\$50.38	\$51.39	\$52.42	\$53.46	\$54.53
Medical Records Trainer/Auditor	\$65.49	\$66.80	\$68.14	\$69.50	\$70.89
Quality Control Specialist	\$70.53	\$71.94	\$73.38	\$74.85	\$76.34
Outpatient Records Coding, per chart	\$7.66	\$7.81	\$7.97	\$8.13	\$8.29
Inpatient Records Coding, per chart	\$16.35	\$16.71	\$17.04	\$17.38	\$17.73
Auditing Records, per chart	\$12.09	\$12.33	\$12.58	\$12.83	\$13.09

2. **Maximum order:** \$1,000,000 per SIN
3. **Minimum order:** \$300.00
4. **Geographic coverage (delivery area):** Continental United States
5. **Point(s) of production (city, county, and state or foreign country):** Elkridge Maryland, Howard County
6. **Discount from list prices or statement of net price:** N/A
7. **Quantity discounts:** Negotiable
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold.** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.** Yes
10. **Foreign items:** Not applicable.
- 11a. **Time of delivery:** Determined by task order.
- 11b. **Expedited delivery:** Items available for expedited delivery are noted in this price list.
- 11c. **Overnight and 2-day delivery:** Negotiated with Agency.

- 11d. **Urgent requirements:** See contract clause I-FSS-14-B. Agencies can contact the contact for contract administration to obtain faster delivery.
12. **F.O.B. point(s):** Destination.
- 13a. **Ordering address:**
- 6030 Marshalee Drive Ste 405 Elkridge, MD 21075**
Attn: Georgia Griffith, CGFM
Phone: 410-461-6539 or 443-656-0333
Fax: 301-560-8000
Email: ggriffith@gmg-mgt.com
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage (fss.gsa.gov/schedules).
14. **Payment address:**
6030 Marshalee Drive Ste 405 Elkridge, MD 21075
15. **Warranty provision:** Not applicable.
16. **Export packing charges:** Not applicable.
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).** Not applicable
18. **Terms and conditions of rental maintenance, and repair –** Not applicable.
19. **Terms and conditions of installation –** Not applicable.
20. **Terms and conditions of repair parts –** Not applicable.
- 20a. **Terms and conditions for any other services –** Not applicable.
21. **List of service and distribution points –** Not applicable.
22. **List of participating dealers –** Not applicable.
23. **Preventative maintenance –** Not applicable.
- 24a. **Special attributes such as environmental attributes:** GMG is environmentally conscious and we actively recycle.
- 24b. **Section 508 Compliance:** Not applicable
25. **Data Universal Number System (DUNS) number:** 141709696

26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered, and Registration is valid

GMG Experience and Capabilities

GMG is a Professional Service firm that provides its clients with value-added Accounting, Financial Management, Cash Management, Travel, Debt Collection, and Healthcare Administration including Medical Records Coding, Auditing, Training and Consulting Solutions, with varying degrees of complexity. We differentiate ourselves by offering customized business solutions on all engagements and we strongly believe in the value of building long-term relationships with our clients.

Our team offers an exceptional range of diverse talents delivering productivity through technological leverage. Our cumulative experiences gained from all projects are invaluable and client satisfaction is paramount. Our team of dedicated subject matter experts has an average of over 20 years of experience partnering with the Federal Government and Commercial clients. We are knowledgeable of Federal Financial Regulations that are essential to ensuring financial stewardship and accountability and we support the following directives.

Chief Financial Officers Act 1990	Debt Collection Improvement Act, 1996
Federal Accounting Standards Advisory Board (FASAB)	Office of Management and Budget Guidance and Circulars (A-123, A-127)
Prompt Pay Act	Federal Financial Management (FFMIA)
Cash Management Improvement Act	Government Performance and Results Act (GPRA) of 1993
Government Management and Reform (GMRA) of 1994	Federal Accounting Standards Advisory Board (FASAB)
HIPAA	False Claims Act

GMG utilizes proven program management tools, consistently and seamlessly to produce process improvements which provide our clients with enhanced information flow, streamlined processes, and a safe and secure environment.

Our professional team includes Forensic Accountants, CPAs, CGFMs, MBAs, Auditors Staff Accountants and Medical Records Coders.

GMG Experience Capabilities: Value Demonstrated through Past Performance includes the following clients.

- Department of Justice, (multiple contracts)
- Department of Health and Human Services, FDA
- Nuclear Regulatory Commission,
- Department of Veterans Affairs,
- Department of Homeland Security, TSA
- Department of Army,
- Department of Navy,
- Department of Treasury,
- Pension Benefit Guaranty Corporation,
- Department of Health and Human Services, PSC
- Department of Air Force,
- National Institutes of Health,
- State of Maryland.

Description of Labor Categories SIN 10,11,13,14 and 21

Project Manager

Minimum Education: Bachelors Degree in relevant business or technical field. Completed the CGFM Course or equivalent experience.

Minimum Experience: 8 years of applicable financial or business consulting experience, including substantial experience in project management.

Functional Responsibility: Performs the day-to-day management of the overall contract support operations. Consults with Contracting Officer's Technical Representative (COTR) and other government project office personnel to minimize costs and maximize efficiency in achieving requirements stated in the contract. Leads the planning, organizing, and control efforts of the overall activities of the task, i.e., task management, technical work, quality of work, schedule, and cost associated with various orders issued under the contract. Ensures that all activities conform to the terms and conditions of the contract and ordering procedures. Provides guidance to project team and management in directing the development of new applications and formulating contingency plans in areas such as schedule revisions, manpower adjustments, fund allocations, and work requirements. Provides guidance in strategic systems planning to project team and/or the customer team. May be responsible for preparing incoming management for transition from implementation to business operating stage. Capability to manage multitask projects of high complexity.

Senior Accountant

Minimum Education: Bachelor's Degree in Accounting or Business. Holds a four-year degree in accounting with sufficient credits to meet Certified Public Accountant licensing qualifications, CPA optional

Minimum Experience: Four (4) years total work experience in accounting/auditing; Possess a thorough knowledge of Federal financial and accounting policies, standards, and systems requirements, such as the CFO Act 1990, OMB Regulations, GAAP, FASAB and working knowledge of Sarbanes-Oxley Section 404 Compliance and Audit Procedures. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations, must have a thorough understanding of budgetary and proprietary accounting principles and some Forensic accounting experience.

Functional Responsibility: Establish, interprets and analyzes complex accounting Financial statement records. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management. Supervises and directs the efforts of staff in the performance of procedures as specified in the project plan. Exercises supervisory control over field personnel and reviews work products prepared during the conduct of the engagement for proper documentation. Has a complete understanding of GAAP and Statutory accounting principles. Has the ability to develop accounting and audit user training manuals and desk top procedures.

Auditor

Minimum Education: Minimum Requirement - Bachelors Degree in accounting, business, operations research, management, computer science, or related discipline with sufficient credits to meet Certified Public Accountant licensing qualifications.

Minimum Experience: Minimum 4 years of related work experience. Must have working knowledge of Sarbanes-Oxley Section 404 Compliance and Audit Procedures, CFO Act 1990, OMB Regulations, GAAP, FASAB and fraud examination experience.

Functional Responsibility: Performs the individual work plan tasks under the direct supervision of the Senior Auditor, Task Leader, or Project Manager. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures. Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties. Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions. Performs statistical analyses to determine trends, estimates, and significant changes, and writes narrative reports explaining findings. Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize and interpret current and projected company financial position for

other managers. Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement. Determines proper accounting classification of financial transactions. Monitors compliance with generally accepted accounting principles and agency procedures. Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports. Installs, modifies, documents, and coordinates implementation of accounting systems and accounting control procedures. Devises and implements system for general accounting. Make recommendations regarding the accounting reserves, assets, and expenditures. Conducts studies and submits recommendations for improving the organization operation. Provides audit training.

Staff Accountant

Minimum Education: Bachelors Degree in accounting, business, operations research, management, computer science, or related discipline with sufficient credits to meet Certified Public Accountant licensing qualifications.

Minimum Experience Minimum 4 years of related work experience. Must have working knowledge of Federal Financial Regulations.

Functional Responsibility: Examines and analyzes accounting documents to verify the accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Determines proper accounting classification of financial transactions. Reconciles trial balances and prepares pro forma financial statements. Classifies costs as direct or indirect, analyze provisional rate structure based on actual costs, compute final rates and negotiates indirect rates. Monitors compliance with generally accepted accounting principles and agency procedures. Assist the senior accountant in performing the more critical test procedures. Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions. Performs statistical analyses to determine trends, estimates, and significant changes. Has the ability to communicate solutions effectively both orally and in writing.

Junior Accountant

Minimum Education: Associate 2 year degree in accounting or applicable accounting and financial experience and training.

Minimum Experience: 2 years of experience in generally accepted accounting principles and standards, accounting policy and practices, or financial management.

Functional Responsibility: Performs accounting and account reconciliation tasks. These areas could encompass virtually any part of the entity's general ledger/accounting system. Additionally, accountants are trained in the auditing of financial statements and the various aspects related to auditing an entity's books and records. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Conducts survey of operations to ascertain needs of organization. Designs and executes administrative and financial systems process improvements. Devises forms and prepares manuals required to guide accounting activities. Reviews chart of accounts and transaction flows. Supports operational assessments of general ledger subsystems and the supporting managerial/cost accounting procedures; assists with implementing internal accounting systems control improvements. Participates in analyzing indirect costs and computes adjusted overhead rate structures. Documents status of funds and accounts in accordance with applicable Federal reporting requirements. Assists in resolving audit findings and implementing audit recommendations.

Financial Analyst

Minimum Education: Bachelors Degree in relevant business or technical field.

Minimum Experience: 2 years of applicable financial or business consulting experience.

Functional Requirements: Analyzes existing accounting operations and recommends system and operational improvements. Processes assessments of financial systems in order to identify inefficiencies and measure the integrity of the data. Examines recovery reviews and audit findings for compliance with agency standards, policies, and procedures. Assists in the development of budget and cost controls, financial analysis, accounting/operational procedures, new reporting formats and pro-forma financial statements. Organizes and prepares audit schedules. Prepares budget reviews of grants applications. Classifies cost as direct or indirect, analyze provisional rate structure based on actual costs, compute final rates and negotiates indirect rates. Provide grants management, and close-out services. Ensures that all deliverables are in compliance with the statement of work.

Administrative Support

Minimum Education: Associate degree, some college level courses or technical training.

Minimum Education: Some level of general business or administrative experience.

Functional Requirements: Provides general computer, financial, word-processing, graphics and other administrative support directly to project teams as necessary.

Labor Category Description SIN 520-15

Labor Category	Description
Outpatient Medical Records Coder	<p>Functional responsibilities: Responsible for retrieving medical records documentation from a location designated by the Government or as specified in a site specific task order. Responsible for assignment of accurate Evaluation and Management (E&M) codes, ICD-9 diagnoses, current procedural terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS), modifiers and quantities derived from medical record documentation (paper or electronic) for outpatient visits and ambulatory procedure visits.</p> <p>Minimum years of experience/Minimum educational/degree requirements: A minimum of three years experience is required. Knowledge of anatomy/physiology and disease process, medical terminology, coding guidelines (outpatient), documentation requirements, familiarity with medications and reimbursement guidelines; and encoder experience. Candidate must have ability to handle multiple projects and appropriately prioritize tasks to meet deadlines.</p> <p>Minimum Education An Outpatient Coder will possess at a minimum a High school diploma or GED certificate. Registered Health Information Technologist (RHIT) or Registered Health Information Administrator (RHIA) is preferred. Certified Professional Coder (CPC) CCS-P (Certified Coder Specialist – Physician (CCS-P) are acceptable for outpatient medical coders as long as candidate has a minimum of three year experience in the outpatient setting (physician's office or ambulatory care centers).</p>
Inpatient Medical Records Coder	<p>Functional responsibilities: Responsible for retrieving inpatient charts from a designated location. Assemble record and ensure that all information is contained in the record and assembled correctly. Analyze the record to determine the appropriate documents needed for accurate coding. Responsible for assignment of accurate Evaluation and Management (E&M) codes, ICD-9 diagnoses, current procedural terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS), modifiers and quantities derived from medical record documentation (paper or electronic) for inpatient visits.</p>

	<p>Minimum years of experience/Minimum educational/degree requirements:</p> <p>A minimum of three years experience is required. Knowledge of anatomy/physiology and disease process, medical terminology, coding guidelines (inpatient), documentation requirements, familiarity with medications and reimbursement guidelines; and encoder experience. Candidate must have ability to handle multiple projects and appropriately prioritize tasks to meet deadlines.</p> <p><u>Minimum Education</u></p> <p>An Outpatient Coder will possess at a minimum a High school diploma or GED certificate. Registered Health Information Technologist (RHIT) or Registered Health Information Administrator (RHIA) is preferred. Certified Professional Coder (CPC) CCS-P.</p>
<p>Medical Records Trainer/Auditor</p>	<p>Functional responsibilities:</p> <p>Responsible for conducting coding compliance audits and inpatient and outpatient coding reviews. Ensure accurate and complete documentation through compliance and encounter audits and clinician feedback. Provide documentation feedback to clinicians from E&M, CPT and ICD9 audits conducted by EIO auditors using all state/federal and 3rd party payer regulatory standards for both inpatient and outpatient activity. Utilize auditing tools, conduct concurrent and retrospective audits of documentation supporting E/M, CPT and ICD9 codes assigned by government or clinical staff. Research correct coding practices in relationship to applicable rules, regulations and coding conventions for billing to determine compliance with Federal, State and Local regulations. Work with Medical Center auditing teams to ensure compliance with Federal, State and MRS requirements that applies to HIPAA. Work with Coders to address operational processes that hinder encounter data capture. Collaborate in the development and execution of local audit and training plans.</p> <p>Minimum years of experience/Minimum educational/degree requirements:</p> <p>A minimum of 3 years of Current Procedural Terminology (CPT), International Statistical Classification of Diseases Evaluation and Management (ICD9 & E&M) Coding Experience is required. Proficient in the use of CPT, ICD9 and HCPCS Coding Principles in an acute environment. Demonstrated experience conducting Medical Record Audits and ability to interpret and apply Federal and State regulations, coding, and billing requirements. Comprehensive knowledge of Medical Diagnostic and procedural terminology is required.</p> <p>Demonstrated ability to constructively and sensitively provide feedback to providers and medical center leadership regarding federal and state coding, medical documentation and compliance guidelines, audit results and risk areas.</p>

	<p><u>Minimum Education</u> Certification in one of the following: Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), Certified Professional Coder (CPC) CCS-P, with five years of applied experience BS (Business Administration, Health Care, Public Health, Finance, Business Medical Records Technology) or equivalent experience; High school diploma or GED.</p>
Quality Control Specialists	<p>Functional responsibilities: Responsible for implementing a program of reporting, tracking, and analyzing key software metrics; monitors quality procedures; and provides support for technical advisory and assistance services. Perform work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Responsible for analysis of problems requiring application of a broad spectrum of the knowledge. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order.</p> <p>Minimum years of experience/Minimum educational/degree requirements: A minimum of at least five (5) years experience in quality control/quality assurance management. This experience shall include implementing a program of reporting, tracking, and analyzing key metrics, monitoring quality procedures, and support for technical advisory and assistance services.</p> <p><u>Minimum Education</u> A Quality Control Specialist will possess at a minimum a High school diploma or GED certificate.</p>